

State of Hawaii
Department of Public Safety
Corrections Division

Addendum A

Date Issued: June 12, 2008

To

Request for Proposals

**RFP No.: PSD 08-CPSE-37
Counseling and Job Development
Services for Inmates**

May 19, 2008

June 12, 2008

ADDENDUM NO. A

To

**REQUEST FOR PROPOSALS
COUNSELING AND JOB DEVELOPMENT
FOR INMATES ON OAHU
RFP No.: PSD 08-CPSE-37**

The Department of Public Safety, Corrections, Education Services is issuing this addendum to RFP Number PSD 08-CPSE-37, COUNSELING AND JOB DEVELOPMENT FOR INMATES ON OAHU for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☒ is amended to **July 3, 2008**.
- ☐ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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Responses to Question Raised by Applicants
For REQUEST FOR PROPOSALS
COUNSELING AND JOB DEVELOPMENT
FOR INMATES ON OAHU
RFP No.: PSD 08-CPSE-37

Question No.1: On page 2-1, Section I.A., it says the term of the contract is 7/1/08 – 6/30/08. On page 2-3, Section E., it says “The initial term of the contract will be for two years.” Which statement is correct?

Response: The correct initial contract term is July 1, 2008 to June 30, 2009.

Question No. 2: How many referrals can be expected per month? Is it a constant number or are referrals made in batches, ie when they return from the mainland?

Response: There is no monthly quota, however we expect clients to be served within 48hrs of the referral. The state will expect the vendor to serve clients throughout the month not in batches.

Question No. 3: What is the typical profile of the parolee who will be referred to this contract? Work experience? Education level? Gender? Age? Children? Barriers to employment besides status?

Response: Page 2-2, Section I.D. Target Population answers most of the questions asked. This contract is for adult male and adult female offenders who are incarcerated at the Laumaka Work Furlough Center and at the Women’s Community Correctional Center. Parolees are not part of the target population.

Vendor is expected to identify ALL barriers to successful reentry. Employment is only one aspect of the clients needs.

Question No. 4: Will intensive Supervision Parolees be included in these referrals?

Response: No, parolees are not part of the target population.

Question No. 5: What is the total funding amount available for this contract?

Response: The anticipated available funding for this contract has changed to \$150,000 for fiscal year 2009.

Question No. 6: Do we submit a budget for one or two years?

Response: The budget should be representative of the one year contract, with the option to extend for one additional twelve month period, subject to the availability of funds.

- Question No. 7: What kind of information will be forwarded to us from the referring officer? Past record can affect a person's qualification for certain jobs (abuse, theft, etc).
- Response: Contactor will receive information based on the LSI and some background. It is expected that the vendor in the proposal will describe an intake process that addresses many of the factors mentioned in the question. If the vendor is using a special intake instrument, this should be carefully outlined in the proposal.*
- Question No. 8: Who will provide other supports to the parolee? ie housing, medical care, etc? These will impact on job performance?
- Response: The vendor is expected to address all areas of social needs and support services and assist the furloughed offender (not parolee) in obtaining the necessary support services for successful re-entry.*
- Question No. 9: Will the Paroling Authority pay for uniforms and equipment needed for the job (eg safety shoes)?
- Response: No, the vendor is expected to assist the client in obtaining support services for these things if the employer does not supply them or reimburse the employee.*
- Question No 10: Is there going to be any coordination between Paroling Authority and DVR?
- Response: This contract is with the Department of Public Safety not HPA. Clients are furloughed offenders, not parolees. The vendor is expected to work with DVR if the client is eligible for benefits prior to release or parole.*
- Question No. 11: What is the difference between RFP PSD 08-HPA-38 and RFP PSD 08-CPSE-37?
- Response: While the scope of services are similar, they defer in the target population—RFP PSD 08-HPA-38 are services for parolees referred to the result contract program, RFP PSD 08-CPSE-37 are services for adult male and adult female offenders. Who are not yet released on parole*
- Question No. 12: Item B.1.a. on page 2-5, and item 2 at the top of page 3-4, refer to licensing and/or credentialing requirements. What are these requirements?
- Response: If a case manager is identified then that individual is expected to have the necessary credentials to meet the position, if a counselor is listed then that individual should be credentialed as a counselor(family, CESAC, trauma etc.)If the individual is an*

employment specialist they should meet the credentialing for that position. Credentials would include minimum of a Bachelors Degree, special licensing or credentials as a counselor. Employment specialists should have credentials as such or years of experience and training to meet the level of work.

Question No. 13: Section 2.III.B. lists Personnel and Administrative requirements on page 2-5, but there are no instructions related to these requirements in the Application Instructions or points assigned to them in the Proposal Evaluation section. Are these requirements listed just for our information or are we supposed to address each of them in our proposal?

Response: These are minimum requirements of the solicitation. The applicant either meets these requirements or does not. The applicant shall address these items in their proposal with regard to meeting each requirement.

Question No. 14: On page 2-1 it says services will be provided to **125** offenders. On page 2-8, section IV.A., it says "The provider should provide a reasonable estimate of the type of services it can provide for **35** offender clients. Which number is correct?

Response: It is a typo it should be 125 offenders

Question No. 15: Section 2.IV. on page 2-8 says "Proposal shall include unit costs for each component as well as the estimated number of units to be provided." But, there is no mention of this in the Proposal Application Instructions section, nor any points for it in the proposal evaluation section.

- Where in the application are we supposed to put the "unit costs for each component"?
- What is the pricing method?
- Is payment to be made on a cost reimbursement basis or on a basis of billings for units of services?

Response: Section 2 of the RFP contains the Service Specifications, Section 3 of the RFP, the Proposal Application Instructions and Section 4 of the RFP, the Proposal Evaluation.

As stated in Section 3, the unit cost for each component shall be in the Financial Section of your Proposal Application.

The pricing method is answered on page 2-8. Fixed service unit cost of each component proposed.

Question No. 16: The first paragraph in section 2.II.A. says "A minimum of 35% of the provider's client base *should* be criminal offenders, probationers or parolees."

- Does the term "should" in this context mean "must"?

Response: This is a general requirement of the applicant relating to past experience of the applicant and is changed to read "A minimum of 34% of the provider's client base shall be criminal offenders, probationers or parolees."

- If not, then will lacking this requirement disqualify an applicant, or not?*

Response: Applicant MUST meet the minimum requirements to be considered.

- If so (it can be understood why 5 years of experience is required, to ensure the applicant is qualified, but) what is the rationale for this 35% requirement?*

Response: The 35% is for High Risk offenders. If a provider serves a wide target group that are considered high risk then they should meet the requirement. This project focuses on high risk offenders. We are interested in vendors who understand the nature and the challenges involved in working with high risk populations

The focus of the program may be on prevention but the clients are assessed through the LSI and other instruments as high risk in more than five major categories (Substance abuse, employment, housing, education and training, and family/relationships). We are seeking vendors with this experience.

- For instance, XYZ, Inc. has many services under X distinct service departments providing a wide variety of services to different target groups. Even in its High Risk Reduction department offenders, probationers and parolees are not 35% of the client base, because the primary focus is prevention. Why should XYZ, Inc. be disqualified from applying under this RFP just because 35% of our thousands of clients are not offenders?*

Response: If clients are High Risk then I assume this will be part of the narrative in this category.

Question No. 17: At the bottom of page 2-2 there is a requirement for a one million dollar insurance policy. Most other new State contracts are requiring two million. Is "one" correct?

Response: Correct minimum liability insurance limit from one million dollars to two million dollars.

Question No. 18: At the top of page 3-4 it says, "The applicant shall include resumes of the executive staff? Is this right? Shouldn't it say "proposed program" staff. If "executive" is correct, what is meant here by "executive"? Does it mean the executive staff of this distinct service program or the entire executive staff of the organization? Does it include all those who might assist this program because they are paid out of the Indirect Cost Pool, i.e., the Executive, Personnel/Payroll, Fiscal & Compliance, and Information Services Units? 15 staff are in these XYZ, Inc. units.

Response: Resume's for the "executive staff who will oversee this project and hire any potential staff specifically for this contract. However XYZ, Inc. should show the interdependence of the service program staff to the organization as a whole in other areas of the bid.

<u>Activity</u>	<u>Scheduled Date</u>	
Public notice announcing Request for Proposals (RFP)	May 19, 2008	
Distribution of RFP	May 19, 2008	
RFP orientation session	May 23, 2008	
Closing date for submission of written questions for written responses	May 28, 2008	
State purchasing agency's response to applicants' written questions	May 30, 2008	
Discussions with applicant prior to proposal submittal deadline (optional)	June 2 to June 6, 2008	
Proposal submittal deadline	June 16, 2008	July 3, 2008
Discussions with applicant after proposal submittal deadline (optional)	June 17 to June 27, 2008	July 7 to July 11, 2008
Final revised proposals (optional)		
Proposal evaluation period	June 17 to June 27, 2008	July 7 to July 18, 2008
Provider selection	June 27, 2008	July 23, 2008
Notice of statement of findings and decision	June 30, 2008	July 25, 2008
Contract start date	July 1, 2008	August 1, 2008